

Procurement Card (PCard) and ISSP Setup and Administration Overview

The Procurement Card (PCard) is used by assigned employees to procure and pay for small purchases. VDOT uses two types of procurement cards: PCards and Integrated Supply Services Program (ISSP - District) Cards. These cards allow users to purchase goods using charge cards which are then paid electronically. PCards are issued to individual users for purchases. ISSP Cards are issued by stock location, and are typically used for purchases related to vehicles, equipment, and maintenance stock. The PCard expedites the accounts payable process.

In Cardinal, the PCard Administrator sets up PCard and ISSP cardholders, card limits, and location information, as well as the users' supervisors and individuals approved to manage their transactions, known as proxies.

Cardinal tracks user transactions, account values, approvals, and merchant data. The PCard Administrator can add, delete, and/or edit PCard values at any time. Cardinal loads all PCard transaction data daily from the PCard Issuer (i.e., bank). These transactions are subsequently reconciled.

For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course entitled **501 PR349 Managing PCard & ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

Table of Contents

Cardholder Setup.....	2
PCard User Setup	2
ISSP Card User Setup.....	11
PCard Admin Reconciliation	16
PCard Correct Errors.....	16
ProCard Voucher Load Stage Process (PO_CCVSHRSTG).....	17
Run the Voucher Load Process.....	17
PO From P-Card Data Extract.....	21

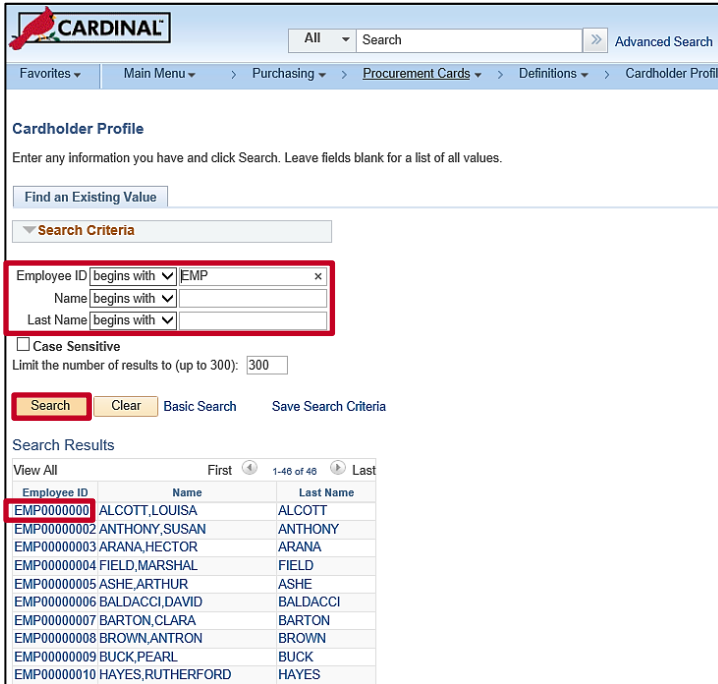
Cardholder Setup

The process to set up a PCard and ISSP are very similar. To follow are the details for each.

PCard User Setup

1. To set up PCard users, navigate to the **Cardholder Profile** page using the following path:

Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile



CARDINAL All Search Advanced Search

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Cardholder Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee ID begins with EMP x

Name begins with

Last Name begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

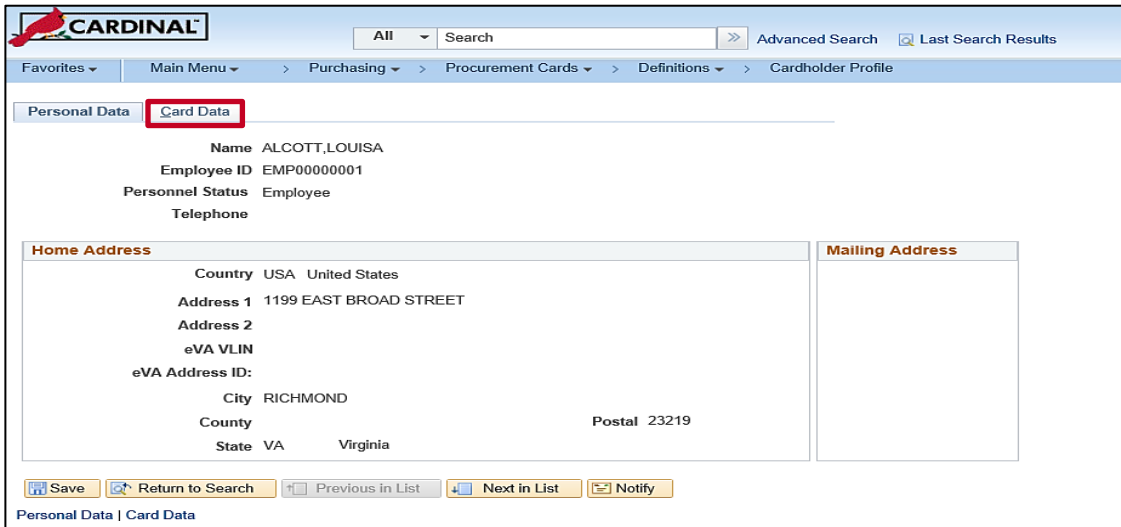
Search Results

View All First 1-46 of 46 Last

Employee ID	Name	Last Name
EMP00000000	ALCOTT, LOUISA	ALCOTT
EMP00000002	ANTHONY, SUSAN	ANTHONY
EMP00000003	ARANA, HECTOR	ARANA
EMP00000004	FIELD, MARSHAL	FIELD
EMP00000005	ASHE, ARTHUR	ASHE
EMP00000006	BALDACC, DAVID	BALDACC
EMP00000007	BARTON, CLARA	BARTON
EMP00000008	BROWN, ANTRON	BROWN
EMP00000009	BUCK, PEARL	BUCK
EMP00000010	HAYES, RUTHERFORD	HAYES

2. Enter the search criteria (**Employee ID**, **Name**, and/or **Last Name**) of the employee you wish to set up as a PCard user. You can also click the **Search** button for a list of all employees.
3. In the **Search Results** section, click the link of the employee you wish to set up as a cardholder/user.

501 PR349: PCard and ISSP Setup and Administration



CARDINAL All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Procurement Cards Definitions Cardholder Profile

Personal Data **Card Data**

Name ALCOTT, LOUISA
Employee ID EMP00000001
Personnel Status Employee
Telephone

Home Address

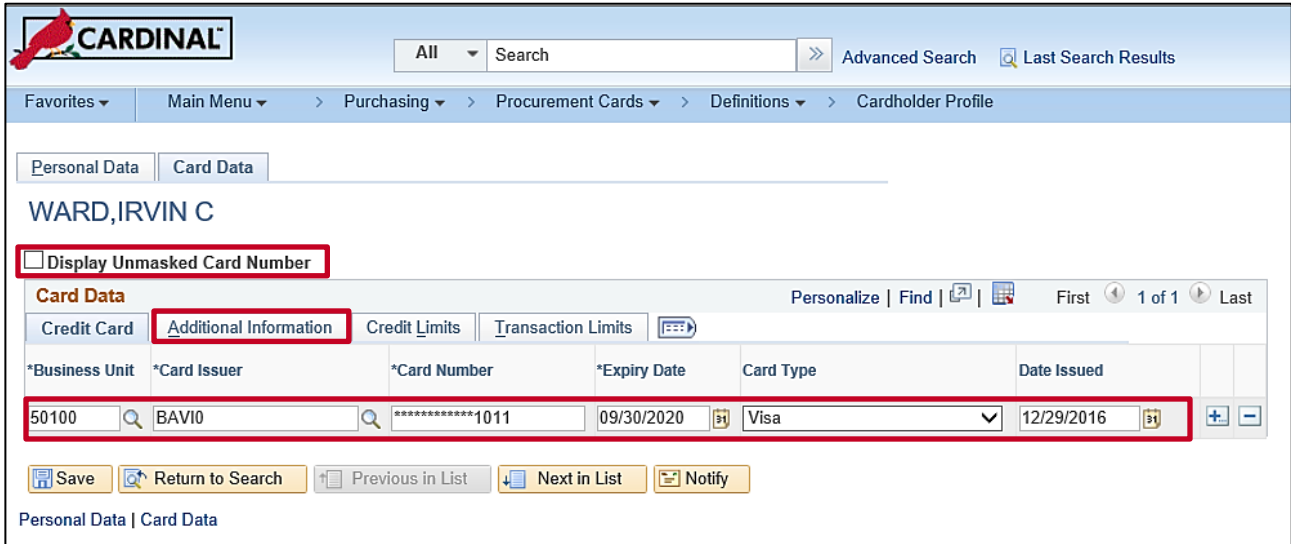
Country USA United States
Address 1 1199 EAST BROAD STREET
Address 2
eVA VLIN
eVA Address ID:
City RICHMOND
County
State VA Virginia
Postal 23219

Mailing Address

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

- The **Personal Data** page displays. Click the **Card Data** tab.



CARDINAL

All Search Advanced Search Last Search Results

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data Card Data

WARD, IRVIN C

☐ Display Unmasked Card Number

Card Data Personalize Find 1 of 1 First Last

Credit Card Additional Information Credit Limits Transaction Limits

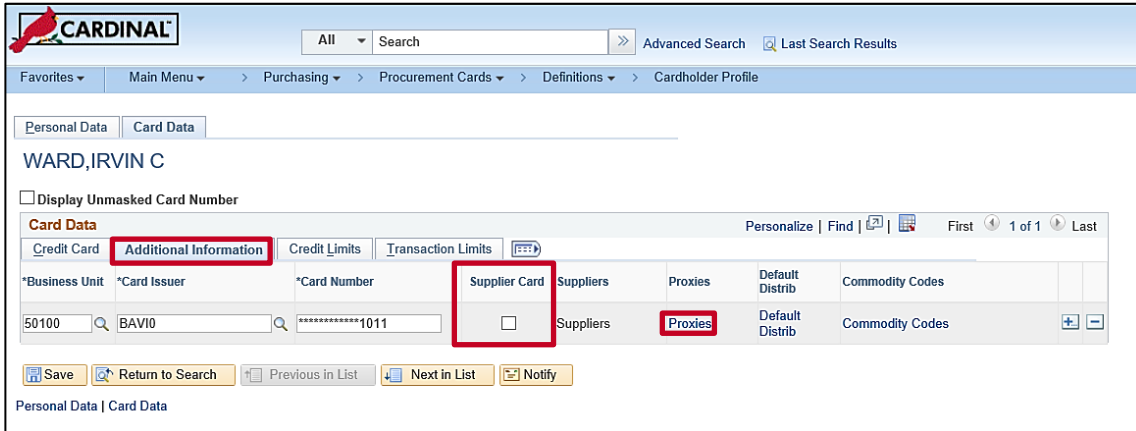
*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	BAVI0	*****1011	09/30/2020	Visa	12/29/2016

Save Return to Search Previous in List Next in List Notify

Personal Data Card Data

5. The following fields must be entered:
 - a. **Business Unit:** The employee's **Business Unit**.
 - b. **Card Issuer:** Each District has an assigned **Card Issuer** (e.g., **BAVI4** is Richmond, **BAVI5** is Hampton Roads).
 - c. **Card Number:** Enter the 16 digit **Card Number**.
 - i. Once the 16-digit **Card Number** is entered, the leading 12 digits are encrypted and can be seen only by Cardinal users with the proper security role.
 - ii. PCard Administrators can select the **Display Unmasked Card Number** check-box to view and confirm the entire **Card Number**.
 - d. **Expiry Date:** Enter the card expiration date.
 - e. **Card Type:** Select a **Card Type** of **American Express**, **Visa**, or **MasterCard**.
 - f. **Date Issued:** This field defaults to the current date and should be changed, if appropriate.
6. To add an additional card, click the (+) icon to add a new line. To remove a card, click the (-) icon to delete a line.

Note: Never delete a PCard from Cardinal once a transaction has been processed.
7. Click the **Additional Information** tab.



Personal Data | Card Data

WARD, IRVIN C

☐ Display Unmasked Card Number

Card Data

Credit Card | **Additional Information** | Credit Limits | Transaction Limits

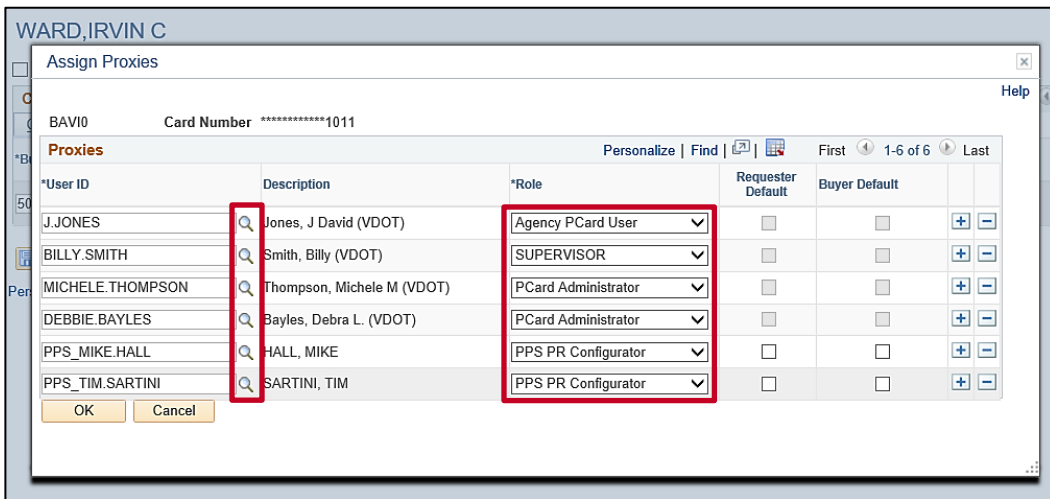
Personalize | Find | First | 1 of 1 | Last

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAVI0	*****1011	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save | Return to Search | Previous in List | Next in List | Notify

Personal Data | Card Data

8. **Supplier Card:** Do not select. This is for a store card (e.g., Lowe's or Home Depot).
9. Click the **Proxies** link. The **Assign Proxies** pop-up window displays.



WARD, IRVIN C

Assign Proxies

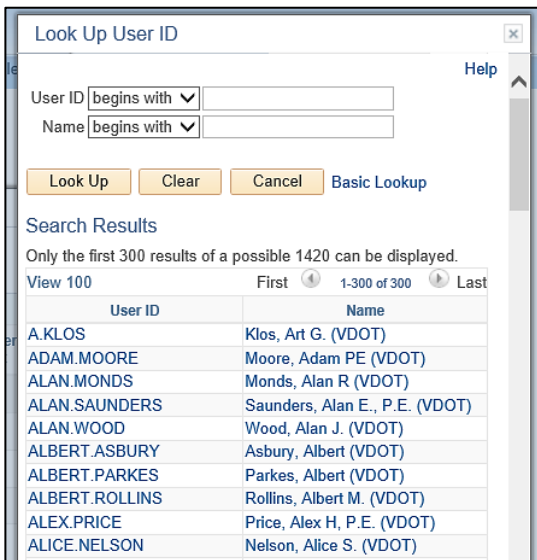
BAVI0 Card Number *****1011

Proxies

*User ID	Description	*Role	Requester Default	Buyer Default
J.JONES	Jones, J David (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>
BILLY.SMITH	Smith, Billy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>
MICHELE.THOMPSON	Thompson, Michele M (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>
DEBBIE.BAYLES	Bayles, Debra L. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

10. Use this page to assign proxies to a PCard user. Proxies can access this procurement card. There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will apply. For example, a particular supervisor can also be a PCard holder. The proxy role selected for this individual is **Agency PCard User**, not supervisor. Proxies could include:
 - a. **Card Holder**
 - b. **Card Holder's Supervisor**
 - c. **Back-Up to Cardholder's Supervisor**
 - d. **District PCard Administrator (if District employee)**
 - e. **VDOT PCard Administrator (both District & CO employees)**
 - f. **VDOT System Administrator**
 - g. **PPS (refer to ASD for names)**
11. PCard proxy **Role** standards for each PCard are:
 - a. **Agency PCard User** is required for all Reconcilers (there must be at least one).
 - b. **Supervisor** is required for all Approvers (there must be at least one).
 - c. **PCard Administrator** designation is required for:
 - i. District Program Administrator
 - ii. Contact Central Office PCard Admin for Specifics
12. Click the **Look Up User ID** icon.



Look Up User ID

User ID

Name

[Basic Lookup](#)

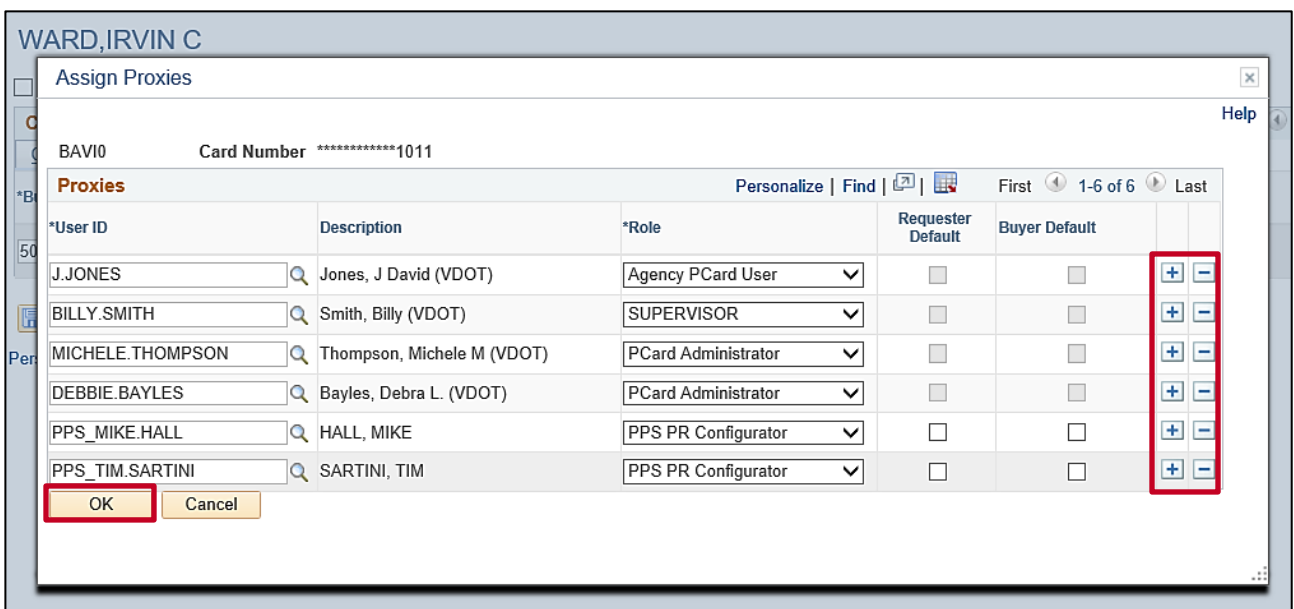
Search Results

Only the first 300 results of a possible 1420 can be displayed.

View 100 First 1-300 of 300 Last

User ID	Name
A.KLOS	Klos, Art G. (VDOT)
ADAM.MOORE	Moore, Adam PE (VDOT)
ALAN.MONDS	Monds, Alan R (VDOT)
ALAN.SAUNDERS	Saunders, Alan E., P.E. (VDOT)
ALAN.WOOD	Wood, Alan J. (VDOT)
ALBERT.ASBURY	Asbury, Albert (VDOT)
ALBERT.PARKES	Parkes, Albert (VDOT)
ALBERT.ROLLINS	Rollins, Albert M. (VDOT)
ALEX.PRICE	Price, Alex H, P.E. (VDOT)
ALICE.NELSON	Nelson, Alice S. (VDOT)

13. Select a **User ID** from the **Look Up User ID** pop-up menu. The **Assign Proxies** page displays with the selected **User ID** populated.



WARD, IRVIN C

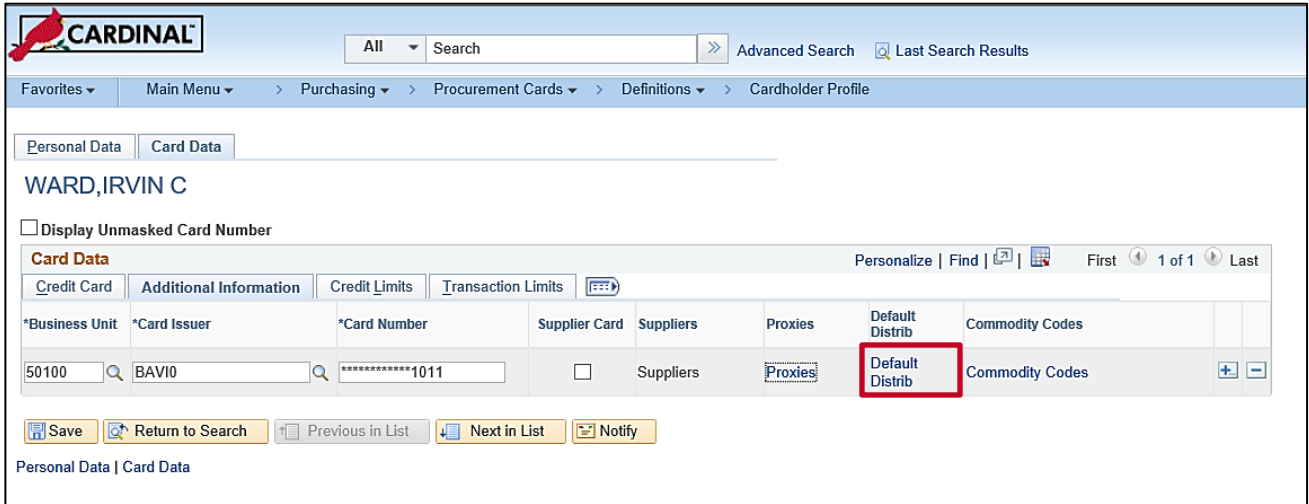
Assign Proxies

BAVI0 Card Number *****1011

Proxies Personalize Find First 1-6 of 6 Last

*User ID	Description	*Role	Requester Default	Buyer Default	
J.JONES	Jones, J David (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
BILLY.SMITH	Smith, Billy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
MICHELE.THOMPSON	Thompson, Michele M (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
DEBBIE.BAYLES	Bayles, Debra L. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

14. To assign an additional proxy, click the (+) icon to add a new line. To remove a proxy, click the (-) icon to delete a line.
15. Click the **OK** button when all the proxies have been entered. The **Personal Data** page displays.



Personal Data | Card Data

WARD, IRVIN C

☐ Display Unmasked Card Number

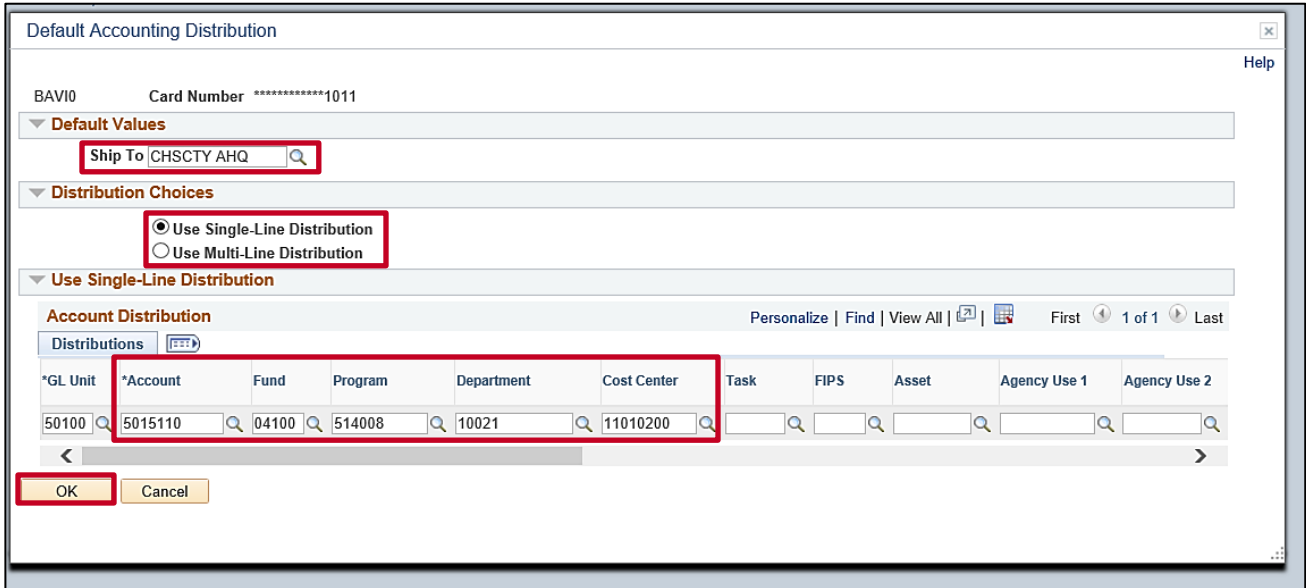
Card Data Personalize | Find | First 1 of 1 Last

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAVI0	*****1011	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

- From the **Additional Information** tab click the **Default Distrib** link. The **Default Accounting Distribution** pop-up window displays.



Default Accounting Distribution

BAVIO Card Number *****1011

Default Values

Ship To CHSCTY AHQ

Distribution Choices

☒ Use Single-Line Distribution
☐ Use Multi-Line Distribution

Use Single-Line Distribution

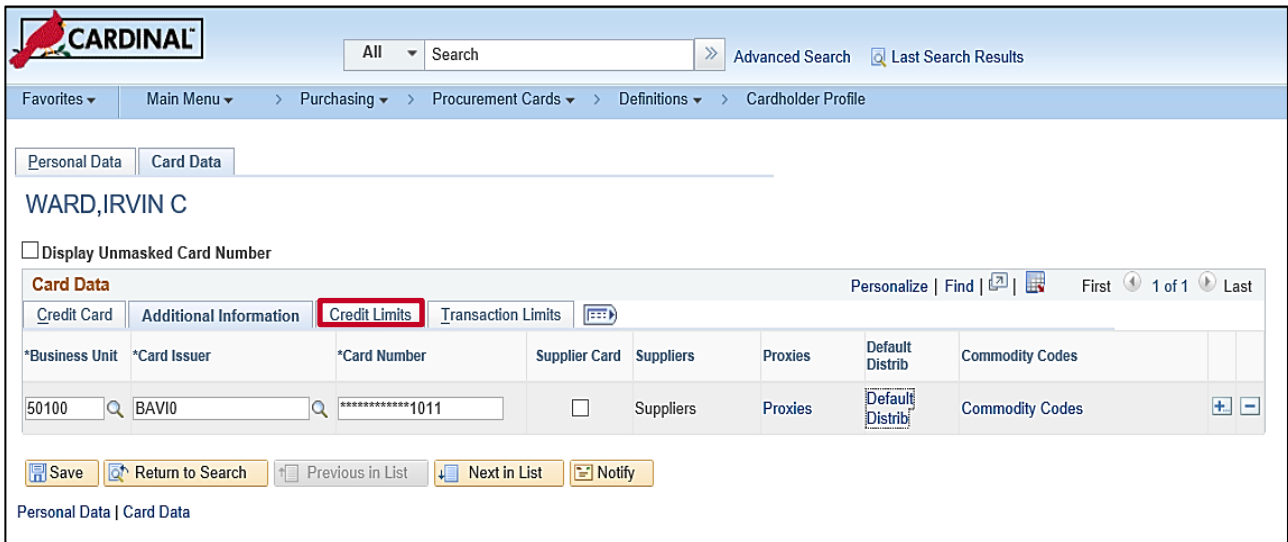
Account Distribution Personalize | Find | View All | First 1 of 1 Last

*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
50100	5015110	04100	514008	10021	11010200					

OK Cancel

17. Select a **Ship To** from the **Look Up Ship To** pop-up menu.
18. Select one option from the **Distribution Choices** section:
 - a. **Use Single-Line Distribution** is most commonly used. When used, in the **Account Distribution** section, only the **GL Unit** and **Account** values are required. The necessary fields display when this option is selected.
 - i. Enter the **Account Distribution** values (i.e., chart of accounts values). These values default on the transaction distribution and can be changed, if necessary.
 - ii. Other values, such as **Fund**, **Program**, **Department**, and **Cost Center** can be entered.
 - b. **Use Multi-Line Distribution** is used to assign **SpeedCharts** for multiple line distributions. The necessary fields display when this option is selected.
19. Click the **OK** button. The **Personal Data** page **Card Data** tab displays.

20. The **Additional Information** tab displays.



CARDINAL All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Procurement Cards Definitions Cardholder Profile

Personal Data Card Data

WARD, IRVIN C

☐ Display Unmasked Card Number

Card Data Personalize Find First 1 of 1 Last

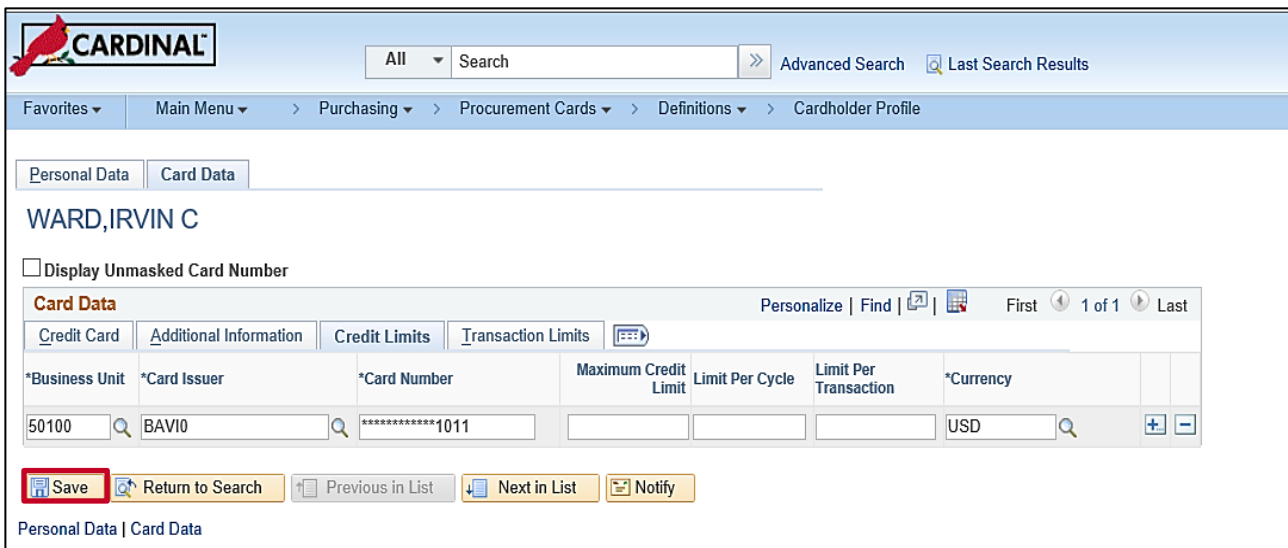
Credit Card Additional Information **Credit Limits** Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	BAVI0	*****1011	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

21. Click the **Credit Limits** tab.



CARDINAL All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Procurement Cards Definitions Cardholder Profile

Personal Data Card Data

WARD, IRVIN C

☐ Display Unmasked Card Number

Card Data Personalize Find First 1 of 1 Last

Credit Card Additional Information Credit Limits Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Maximum Credit Limit	Limit Per Cycle	Limit Per Transaction	*Currency
50100	BAVI0	*****1011				USD

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

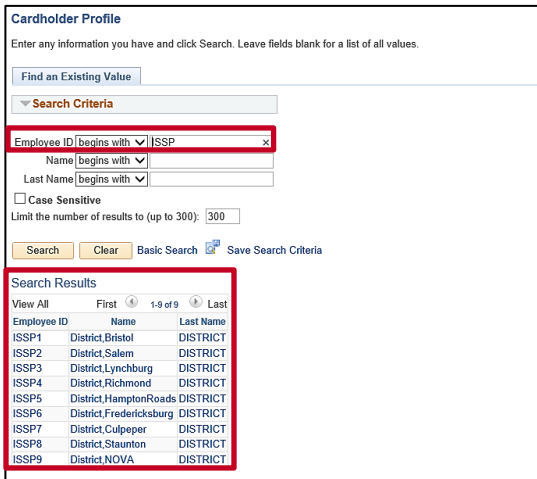
22. Enter system credit limit values as applicable. These fields are not required since credit limits are managed by the Card Issuer in their external system.

23. Click the **Save** button.

ISSP Card User Setup

1. To set up ISSP users, navigate to the **Cardholder Profile** page just as you did with PCard set up using the following path:

Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile



Cardholder Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee ID begins with ISSP

Name begins with

Last Name begins with

☐ Case Sensitive

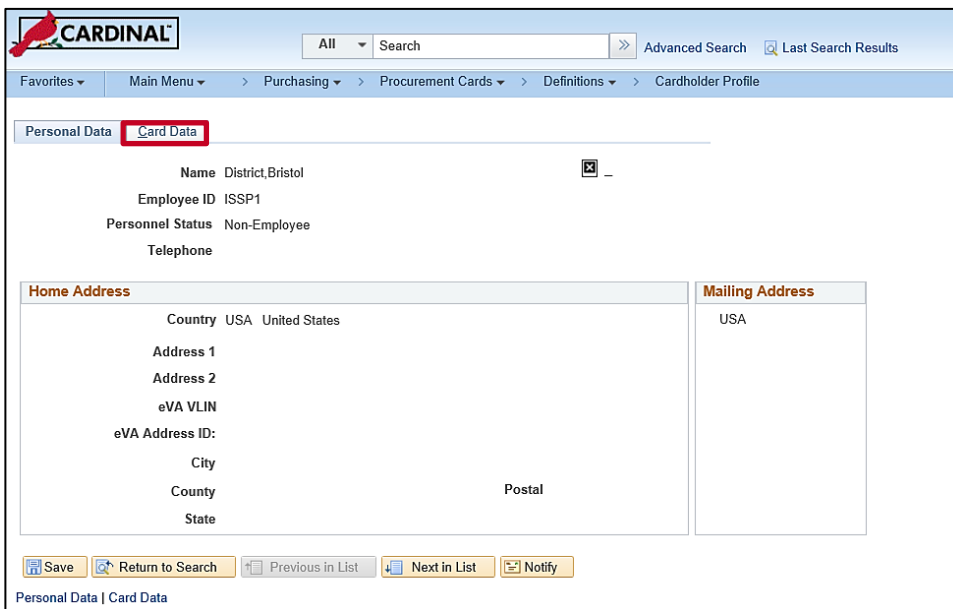
Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

Employee ID	Name	Last Name
ISSP1	District,Bristol	DISTRICT
ISSP2	District,Salem	DISTRICT
ISSP3	District,Lynchburg	DISTRICT
ISSP4	District,Richmond	DISTRICT
ISSP5	District,HamptonRoads	DISTRICT
ISSP6	District,Fredricksburg	DISTRICT
ISSP7	District,Culpeper	DISTRICT
ISSP8	District,Staunton	DISTRICT
ISSP9	District,NOVA	DISTRICT

2. Set the **Employee ID: ISSP**.
3. Click the **Search** button.
4. In the **Search Results** section, click the link of the ISSP District you wish to set up as a cardholder/user.
5. The **Personal Data** page displays.



CARDINAL

All Search Advanced Search Last Search Results

Favorites Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile

Personal Data **Card Data**

Name District,Bristol

Employee ID ISSP1

Personnel Status Non-Employee

Telephone

Home Address

Country USA United States

Address 1

Address 2

eVA VLIN

eVA Address ID:

City

County Postal

State

Mailing Address

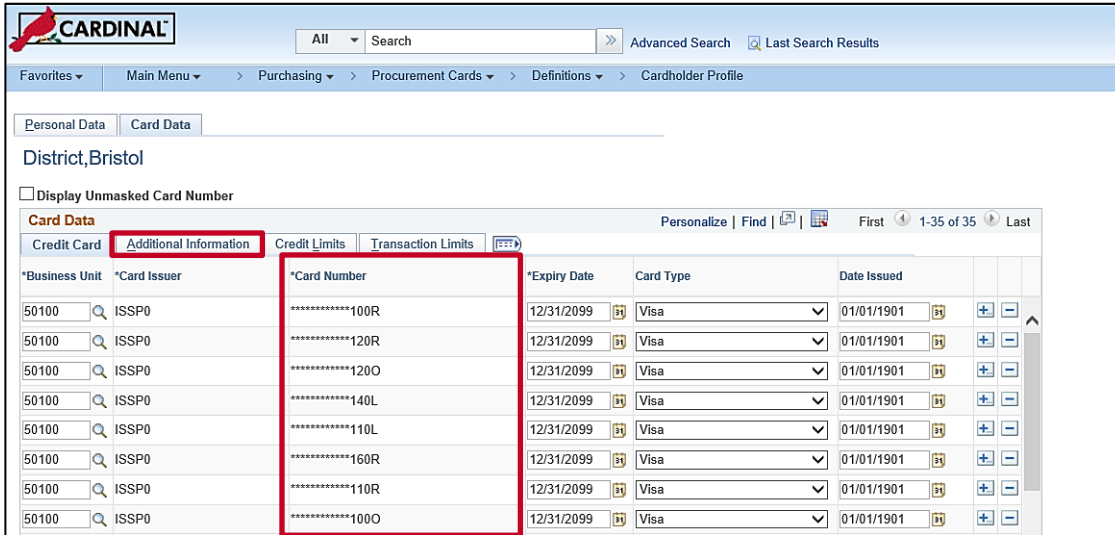
USA

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

6. Click the **Card Data** tab.

501 PR349: PCard and ISSP Setup and Administration



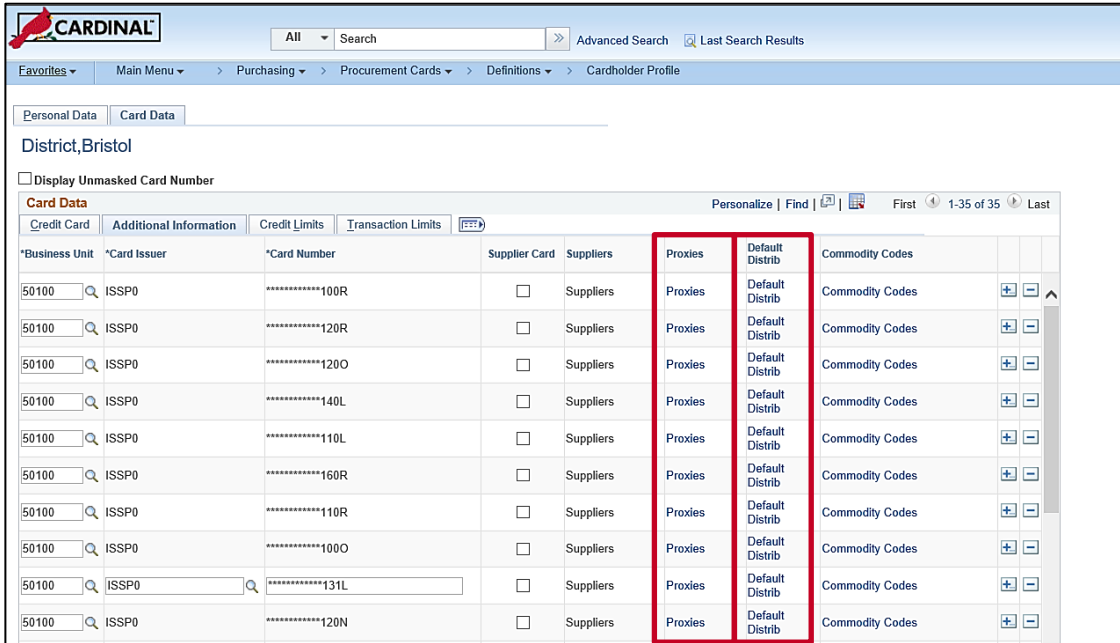
Card Data

Personalize | Find | 1-35 of 35 | Last

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Card Type	Date Issued
50100	ISSP0	*****100R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****120O	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****140L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****110L	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****160R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****110R	12/31/2099	Visa	01/01/1901
50100	ISSP0	*****100O	12/31/2099	Visa	01/01/1901

7. There are five different types of ISSP accounts. The last character in the **Card Number** indicates the ISSP account type:
 - a. **L: Other Agency**
 - b. **N: Non-Rental**
 - c. **O: Non-Equipment (work order)**
 - d. **R: Rental**
 - e. **V: Non-Equipment (supplies)**
8. Click the **Additional Information** tab.

501 PR349: PCard and ISSP Setup and Administration



Cardinal

All Search Advanced Search Last Search Results

Favorites Main Menu Purchasing Procurement Cards Definitions Cardholder Profile

Personal Data Card Data

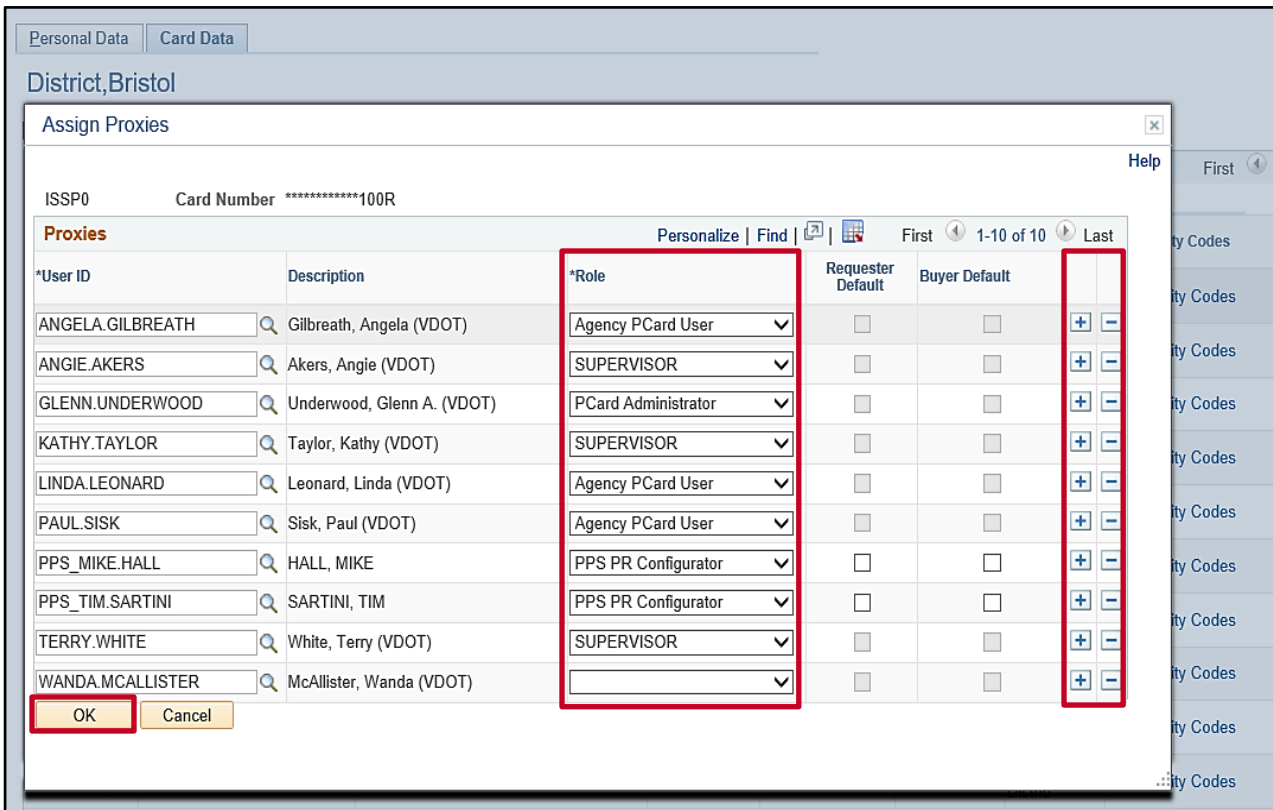
District, Bristol

☐ Display Unmasked Card Number

Card Data Personalize Find First 1-35 of 35 Last

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****140L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****110L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****160R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****110R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****100O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****131L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes
50100	ISSP0	*****120N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes

9. Click the **Default Distrib** link to enter a chart of accounts for each account ending in **L**, **N**, **O**, and **R**.
 - a. There is no need to enter a default chart of accounts for **V**.
 - b. Details on entering the accounting distributions can be found in the **PCard User Setup** instructions above in [steps 16-18](#).
10. Click the **Proxies** link for each account. The **Assign Proxies** pop-up window displays.



Personal Data Card Data

District, Bristol

Assign Proxies

ISSP0 Card Number *****100R

Proxies

Personalize | Find | First 1-10 of 10 Last

*User ID	Description	*Role	Requester Default	Buyer Default	
ANGELA.GILBREATH	Gilbreath, Angela (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
ANGIE.AKERS	Akers, Angie (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
GLENN.UNDERWOOD	Underwood, Glenn A. (VDOT)	PCard Administrator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
KATHY.TAYLOR	Taylor, Kathy (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
LINDA.LEONARD	Leonard, Linda (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PAUL.SISK	Sisk, Paul (VDOT)	Agency PCard User	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_MIKE.HALL	HALL, MIKE	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
PPS_TIM.SARTINI	SARTINI, TIM	PPS PR Configurator	<input type="checkbox"/>	<input type="checkbox"/>	+ -
TERRY.WHITE	White, Terry (VDOT)	SUPERVISOR	<input type="checkbox"/>	<input type="checkbox"/>	+ -
WANDA.MCALLISTER	McAllister, Wanda (VDOT)		<input type="checkbox"/>	<input type="checkbox"/>	+ -

OK Cancel

11. Use this page to assign proxies to an ISSP card.

There can be multiple roles established in Cardinal for a specific individual. Therefore, select only the specific role that the Cardholder Proxy will apply. For example, a particular supervisor can also be a PCard holder. The proxy role selected for this individual is **Agency PCard User**, not supervisor.

12. ISSP proxy **Role** standards for each location (card) are:


- Agency PCard User** is required for all Reconcilers (there must be at least one).
- Supervisor** is required for all Approvers (there must be at least one).
- PCard Administrator** designation is required for the following:
 - Contact Central Office ISSP Coordinator for Specifics

13. To assign an additional proxy, click the (+) icon to add a new line. To remove a proxy, click the (-) icon to delete a line.

14. Click the **OK** button when all the proxies have been entered. The **Personal Data** page displays.

15. Repeat the process for each card you wish to update.

501 PR349: PCard and ISSP Setup and Administration


CARDINAL

All Search
Advanced Search
Last Search Results

Favorites
Main Menu
Purchasing
Procurement Cards
Definitions
Cardholder Profile

Personal Data
Card Data

District, Bristol

☐ Display Unmasked Card Number

Card Data
Personalize
Find
First
1-35 of 35
Last

Credit Card
Additional Information
Credit Limits
Transaction Limits

*Business Unit	*Card Issuer	*Card Number	Supplier Card	Suppliers	Proxies	Default Distrib	Commodity Codes		
50100	ISSP0	*****120R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****120O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****140L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****110L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****160R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****110R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****100O	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****131L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****120N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****100N	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****120V	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****160L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****120L	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****140R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-
50100	ISSP0	*****150R	<input type="checkbox"/>	Suppliers	Proxies	Default Distrib	Commodity Codes	+	-

Save
Return to Search
Previous in List
Next in List
Notify

- When all updates for the **District** are complete, from the **Personal Data** page, click the **Save** button.

PCard Admin Reconciliation

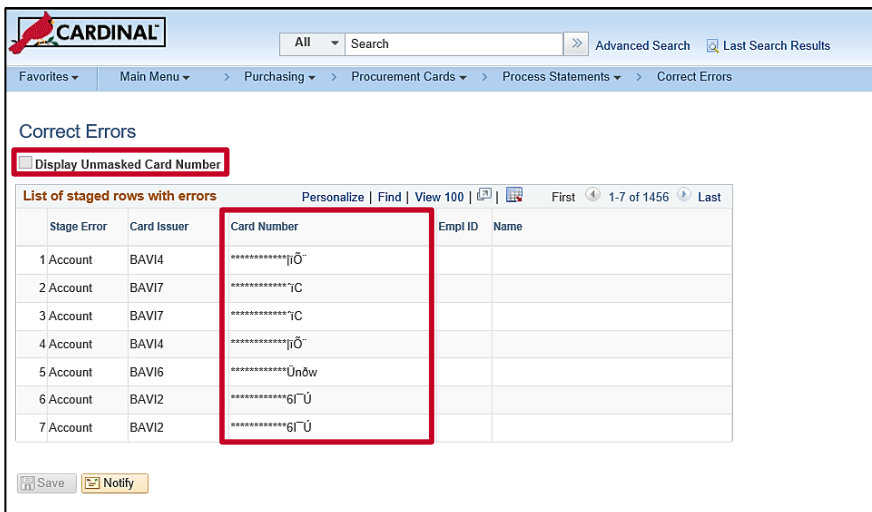
PCard Correct Errors

The PCard Inbound file is staged and loaded into Cardinal as a batch process daily and does not need to be manually processed. However, if the process is interrupted due to errors, the PCard Administrator will need to find and correct the errors. Once the errors are resolved, the PCard Administrator will run the batch process again. Each PCard Administrator should regularly view files to ensure that there are no errors and avoid delays in voucher processing at the end of the monthly billing cycle.

If errors are found, the District PCard District/Division Administrator will make the adjustment. The most common error is no employee name listed for a PCard number. Complete the steps above, under the [Cardholder Setup](#) section, to fix the error. The error will be corrected in Cardinal when the Batch Processor runs the Daily Statement Load process.

1. To view errors in the PCard Inbound file, navigate to the **Correct Errors** page using the following:

Main Menu > Purchasing > Procurement Cards > Process Statements > Correct Errors



Correct Errors

☐ Display Unmasked Card Number

List of staged rows with errors

Stage Error	Card Issuer	Card Number	Empl ID	Name
1 Account	BAVI4	*****0		
2 Account	BAVI7	*****C		
3 Account	BAVI7	*****C		
4 Account	BAVI4	*****0		
5 Account	BAVI6	*****Unkw		
6 Account	BAVI2	*****61U		
7 Account	BAVI2	*****61U		

Save Notify

2. The **Correct Errors** page displays. Using the numbers displayed, you can review and correct the employee's PCard setup.

ProCard Voucher Load Stage Process (PO_CCVSHRSTG)

Agencies must make full payment to the **Card Issuer** for all transactions in the billing cycle, including those which have not yet been approved. All transactions must be processed prior to the **ProCard Load Voucher Stage** process. This process is run on the last business day of each month by the Procurement System Administrator for all Districts and Central Office. Strict adherence to the schedule is essential, otherwise the Agency Suspense Account is charged a penalty which is a violation of policy. All **Approved** transaction data for the specific billing period is loaded onto tables that populate and create the voucher, using the Voucher Build Program.

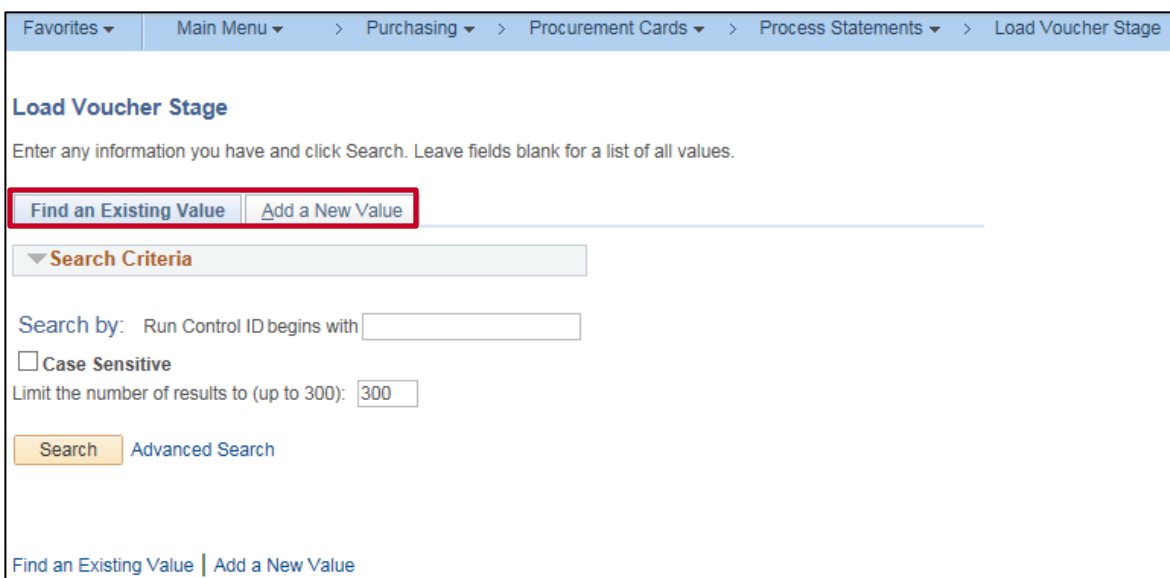
To avoid delays, use the **PCard Transaction by Transaction Date** query to review transactions by District/CO for a billing cycle. For additional instructions on reviewing, reconciling, and reporting on PCard and ISSP transactions, refer to the course entitled **501 PR349 Managing PCard & ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

If errors occur from the initial **ProCard Load Voucher Stage** process, the process will need to be run again. Notify the Procurement System Administrator, Agency PCard Administrator, ASD/ADA, Fiscal/ADA, and affected Accounting Manager. Once the process runs successfully, the Procurement System Administrator notifies the Procurement System Administrator, Agency PCard Administrator, ASD/ADA, Fiscal/ADA, and affected Accounting Manager. The AP Voucher Accountant then processes the Voucher per AP/Fiscal policy.

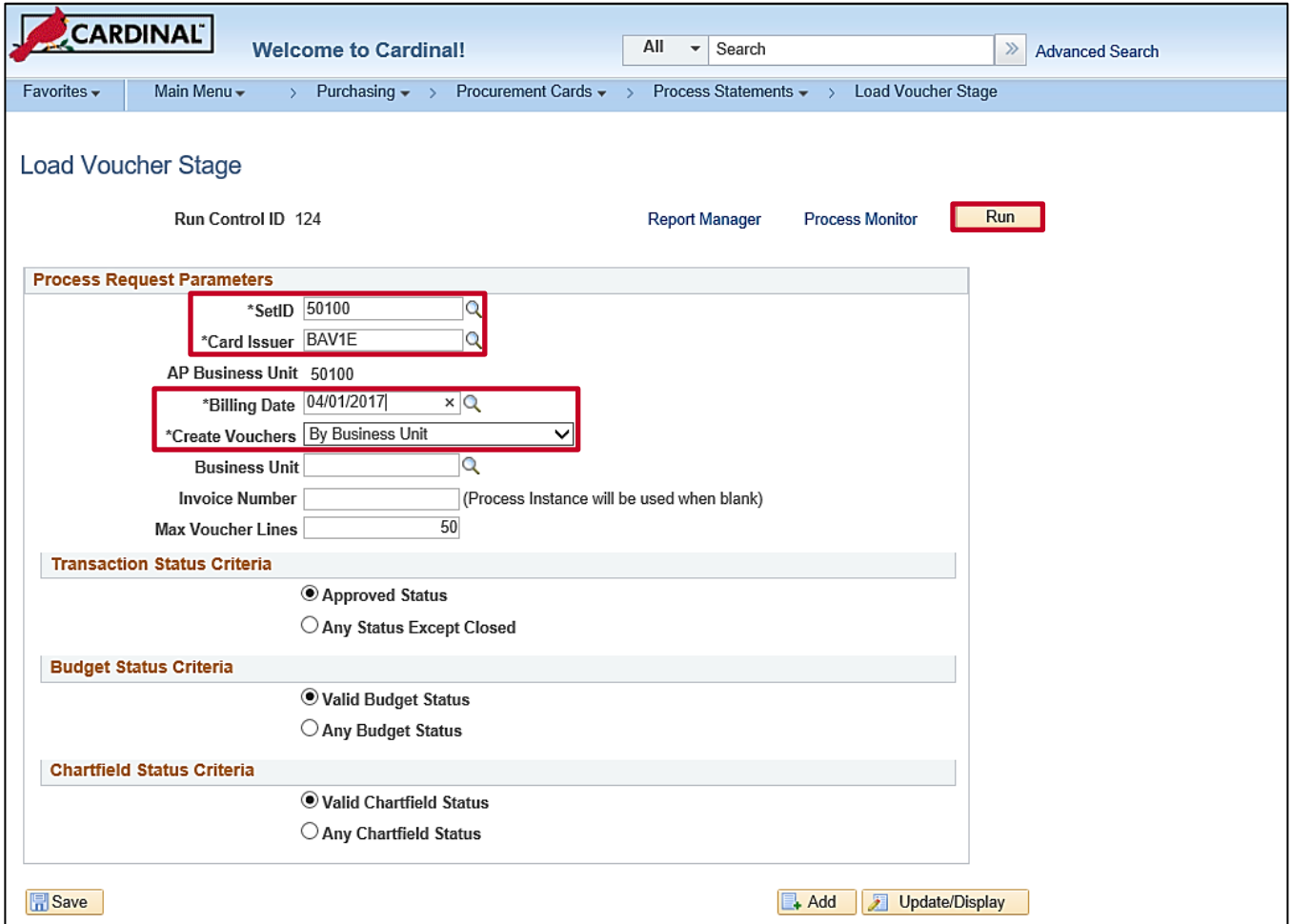
Run the Voucher Load Process

1. Navigate using the following path:

Main Menu > Purchasing > Procurement Cards > Process Statements > Load Voucher Stage



2. The **Find an Existing Value** tab displays.
3. Find an existing run control or use the **Add a New Value** tab to set up a new run control.
4. The **Load Voucher Stage** page displays.



WELCOME TO CARDINAL!

Search All Advanced Search

Favorites Main Menu Purchasing Procurement Cards Process Statements Load Voucher Stage

Load Voucher Stage

Run Control ID 124 Report Manager Process Monitor Run

Process Request Parameters

*SetID 50100

*Card Issuer BAV1E

AP Business Unit 50100

*Billing Date 04/01/2017

*Create Vouchers By Business Unit

Business Unit

Invoice Number (Process Instance will be used when blank)

Max Voucher Lines 50

Transaction Status Criteria

☒ Approved Status

☐ Any Status Except Closed

Budget Status Criteria

☒ Valid Budget Status

☐ Any Budget Status

Chartfield Status Criteria

☒ Valid Chartfield Status

☐ Any Chartfield Status

Save Add Update/Display

5. At a minimum, enter values in the required fields:
 - a. **SetID**
 - b. **Card Issuer**
 - c. **Billing Date**
 - d. **Create Vouchers**
6. Click the **Run** button. The **Process Scheduler Request** pop-up window displays.

501 PR349: PCard and ISSP Setup and Administration

Process Scheduler Request

User ID V_PR_BATCH_PROCESSOR Run Control ID Test_PCARD_Vchr

Server Name Run Date 12/15/2016

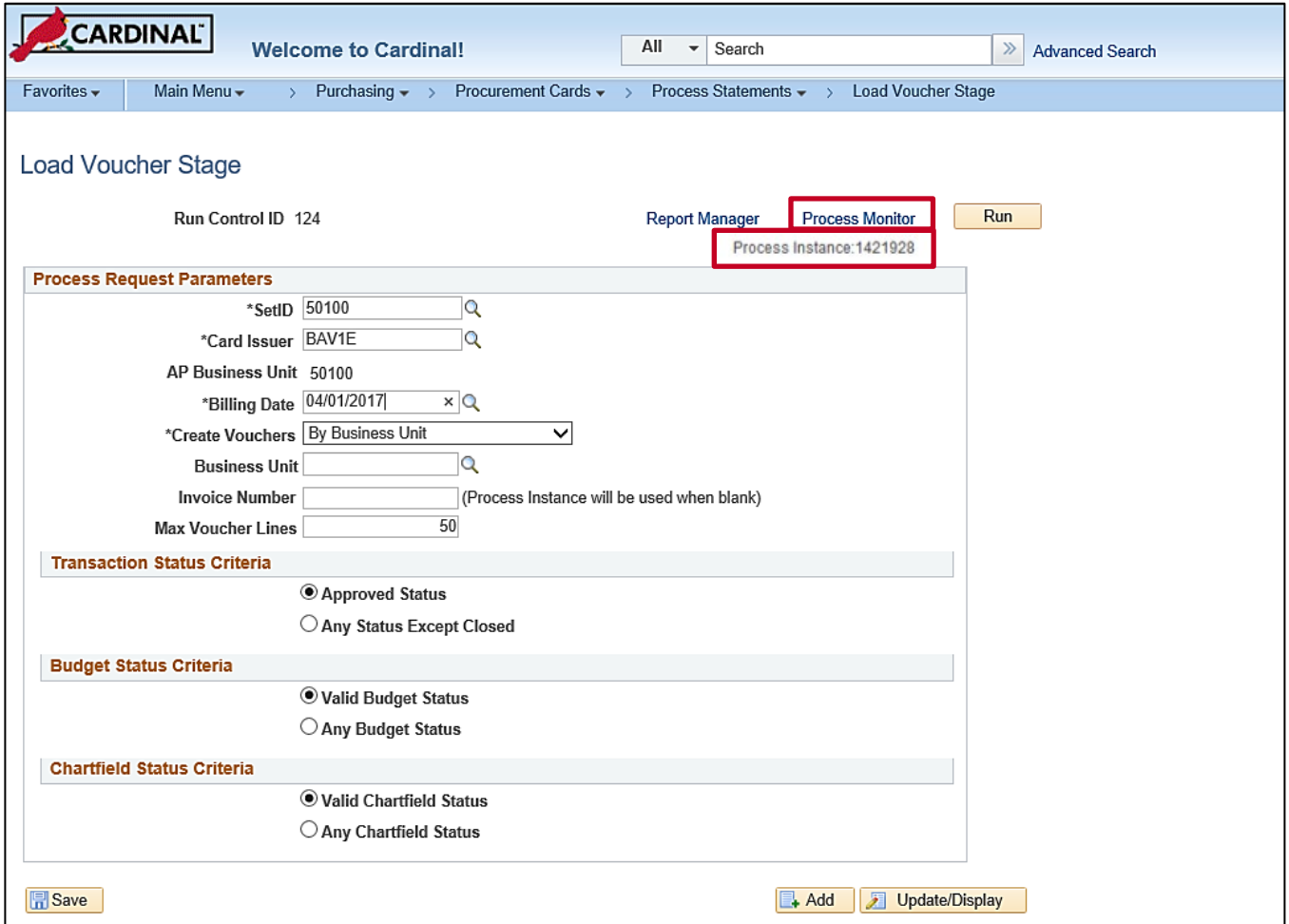
Recurrence Run Time 10:09:15AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ProCard Load Voucher Stage	PO_CCVCHRSTG	Application Engine	Web	TXT	Distribution

7. Ensure the **ProCard Load Voucher Stage** process is selected.
8. Click the **OK** button. The **Load Voucher Stage** page displays. A **Process Instance** number generates and displays.



Cardinal

Welcome to Cardinal!

All Search Advanced Search

Favorites Main Menu Purchasing Procurement Cards Process Statements Load Voucher Stage

Load Voucher Stage

Run Control ID 124

Report Manager **Process Monitor** Run

Process Instance: 1421928

Process Request Parameters

*SetID 50100

*Card Issuer BAV1E

AP Business Unit 50100

*Billing Date 04/01/2017

*Create Vouchers By Business Unit

Business Unit

Invoice Number (Process Instance will be used when blank)

Max Voucher Lines 50

Transaction Status Criteria

☒ Approved Status

☐ Any Status Except Closed

Budget Status Criteria

☒ Valid Budget Status

☐ Any Budget Status

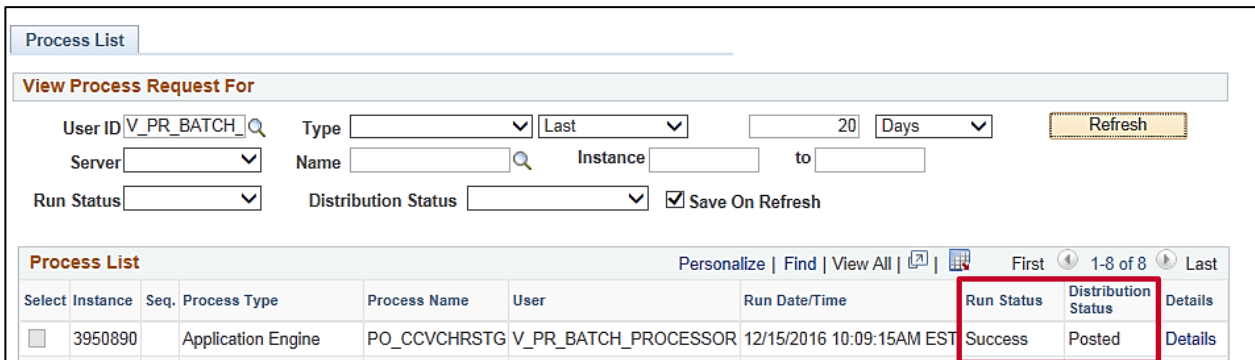
Chartfield Status Criteria

☒ Valid Chartfield Status

☐ Any Chartfield Status

Save Add Update/Display

9. Write down the **Process Instance** number. This number is typically included in the notification email.
10. Click the **Process Monitor** link.



Process List

View Process Request For

User ID V_PR_BATCH Type Last 20 Days Refresh

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize Find View All First 1-8 of 8 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3950890		Application Engine	PO_CCVCHRSTG	V_PR_BATCH_PROCESSOR	12/15/2016 10:09:15AM EST	Success	Posted	Details

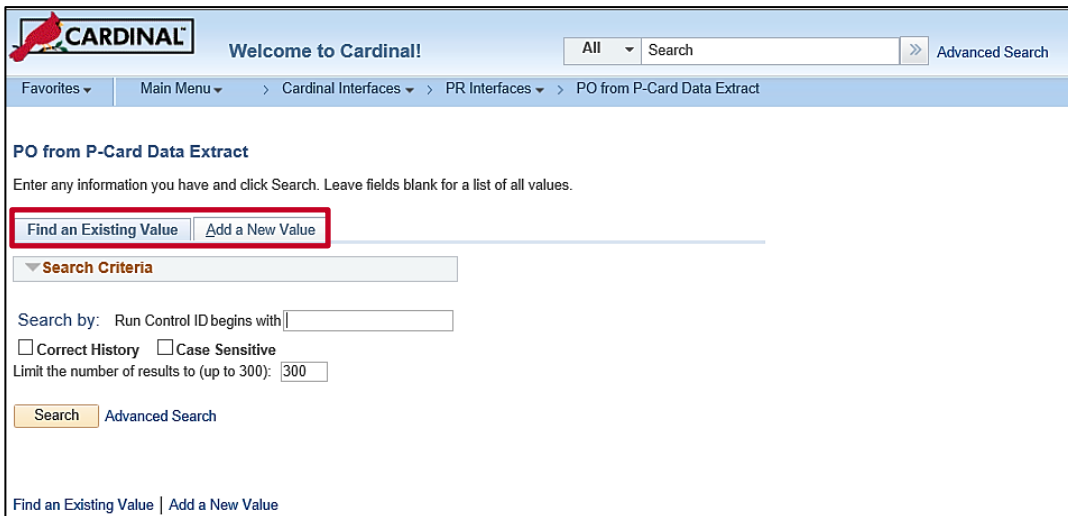
11. The process is complete when the **Run Status** is **Success** and **Distribution Status** is **Posted**.

PO From P-Card Data Extract

This **PO from P-Card Data Extract** process sends PCard transaction data to Virginia's online electronic procurement system (eVA) for purchase order (PO) processing (i.e., **eVA PO Type: RO1**). The extract runs as an automated batch process and does not need to be manually processed. If the extract were to be processed manually, the user would need to have the Batch Processor Role. The following steps show the process if performed manually:

1. To run the **PO from P-Card Data Extract** process, navigate using the following path:

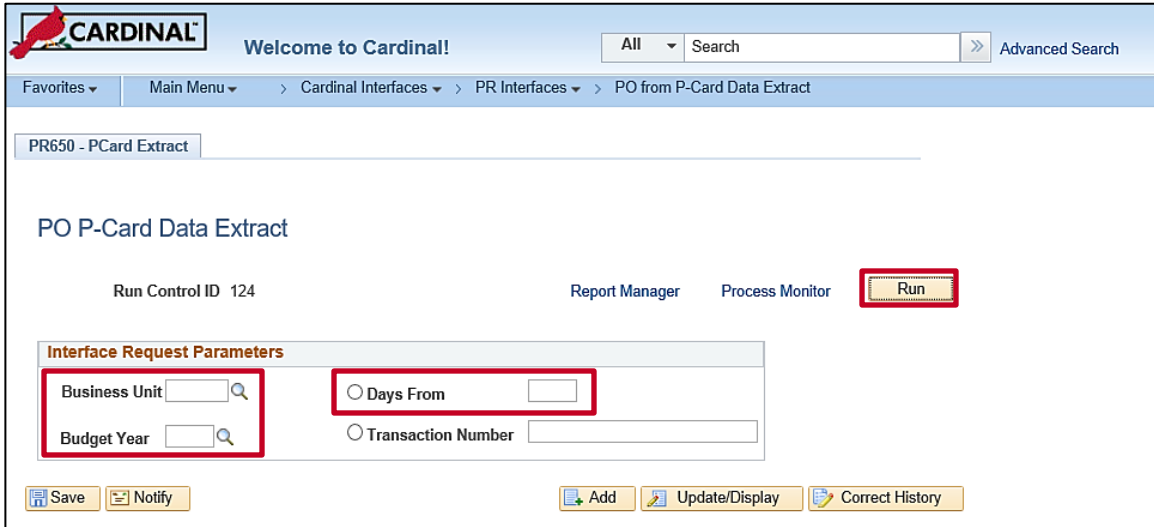
Main Menu > Cardinal Interfaces > PR Interfaces > PO from P-Card Data Extract



The screenshot shows the Cardinal web application interface. At the top, there is a header with the Cardinal logo, a welcome message "Welcome to Cardinal!", a search bar with a dropdown menu set to "All", and an "Advanced Search" link. Below the header is a navigation breadcrumb trail: "Favorites > Main Menu > Cardinal Interfaces > PR Interfaces > PO from P-Card Data Extract". The main content area is titled "PO from P-Card Data Extract" and includes a sub-header "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are two tabs: "Find an Existing Value" (which is highlighted with a red box) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" section with a dropdown menu. Below the search criteria, there is a "Search by:" label followed by a text input field containing "Run Control ID begins with". There are also two checkboxes: "Correct History" and "Case Sensitive". Below these, there is a label "Limit the number of results to (up to 300):" followed by a text input field containing "300". At the bottom of the search criteria section, there are two buttons: "Search" and "Advanced Search". At the very bottom of the page, there is a footer with the text "Find an Existing Value | Add a New Value".

2. The **Find an Existing Value** tab displays. Find an existing run control or use the **Add a New Value** tab to set up a new run control.

501 PR349: PCard and ISSP Setup and Administration



WELCOME TO CARDINAL!

Search: [All] [Search] [Advanced Search]

Navigation: Favorites | Main Menu | > Cardinal Interfaces | > PR Interfaces | > PO from P-Card Data Extract

PR650 - PCard Extract

PO P-Card Data Extract

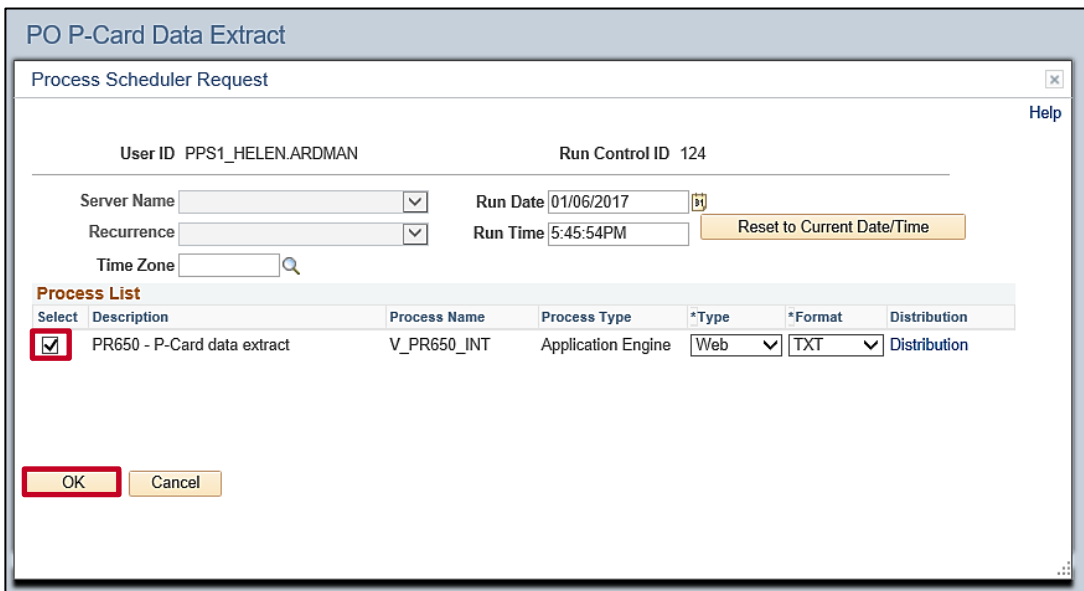
Run Control ID 124 | Report Manager | Process Monitor | **Run**

Interface Request Parameters

Business Unit [] Days From []
 Budget Year [] Transaction Number []

Buttons: Save | Notify | Add | Update/Display | Correct History

3. On the **PO P-Card Data Extract** run control page, enter values for:
 - a. **Business Unit**
 - b. **Budget Year**
 - c. **Days From**: days from last extract – ensures items not in previous extract are picked up in this extract.
4. Click the **Run** button. The **Process Scheduler Request** pop-up window displays.



PO P-Card Data Extract

Process Scheduler Request

User ID PPS1_HELEN.ARDMAN | Run Control ID 124

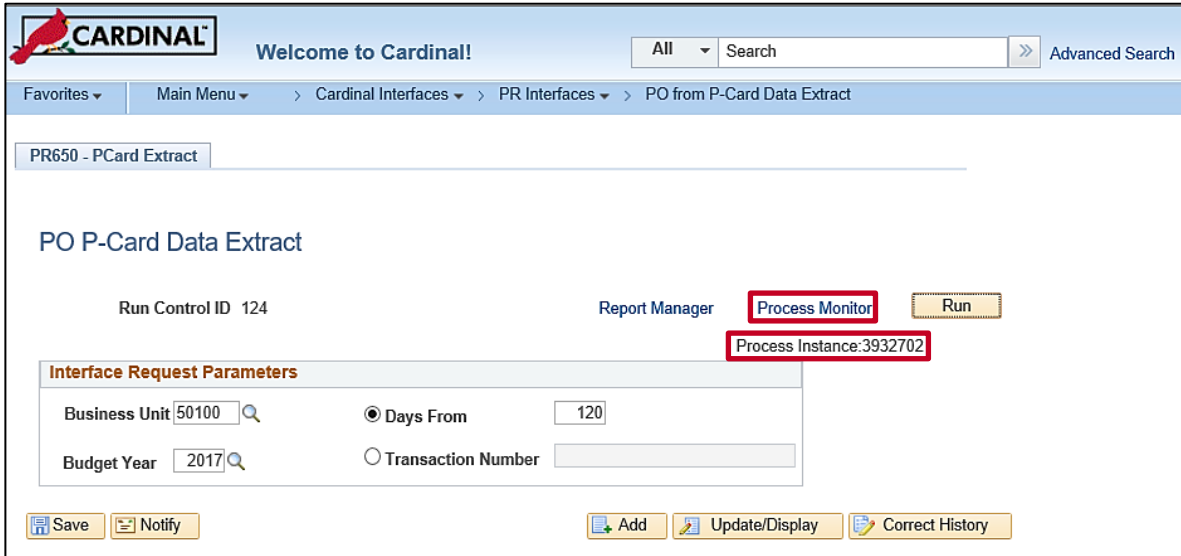
Server Name [] | Run Date 01/06/2017 |
 Recurrence [] | Run Time 5:45:54PM | Reset to Current Date/Time
 Time Zone []

Process List

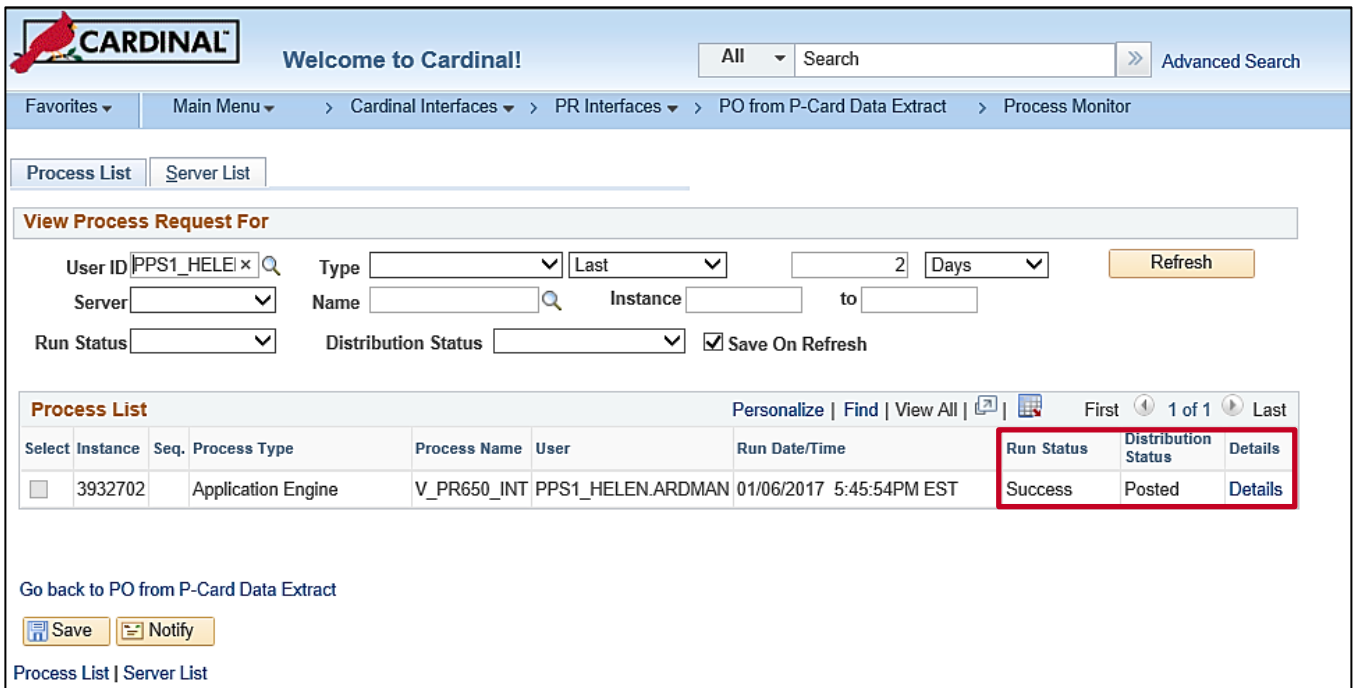
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PR650 - P-Card data extract	V_PR650_INT	Application Engine	Web	TXT	Distribution

Buttons: **OK** | Cancel

5. Ensure the **PR650 – P-Card data extract** process is selected.
6. Click the **OK** button. The **PO P-Card Data Extract** page displays. A **Process Instance** number generates and displays.



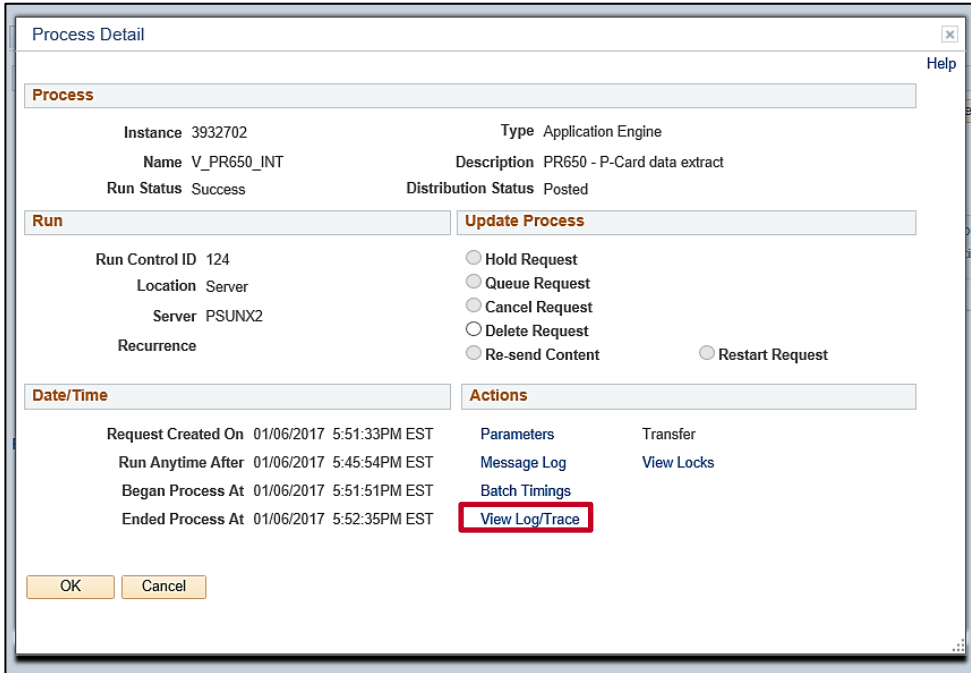
7. Write down the **Process Instance** number.
8. Click the **Process Monitor** link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932702		Application Engine	V_PR650_INT	PPS1_HELEN.ARDMAN	01/06/2017 5:45:54PM EST	Success	Posted	Details

9. The process is complete when the **Run Status** is **Success** and **Distribution Status** is **Posted**.
10. To review the .DAT file, click the **Details** link. The **Process Detail** page displays.

501 PR349: PCard and ISSP Setup and Administration



Process Detail

Process

Instance 3932702 Type Application Engine

Name V_PR650_INT Description PR650 - P-Card data extract

Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID 124

Location Server

Server PSUNX2

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time **Actions**

Request Created On 01/06/2017 5:51:33PM EST Parameters Transfer

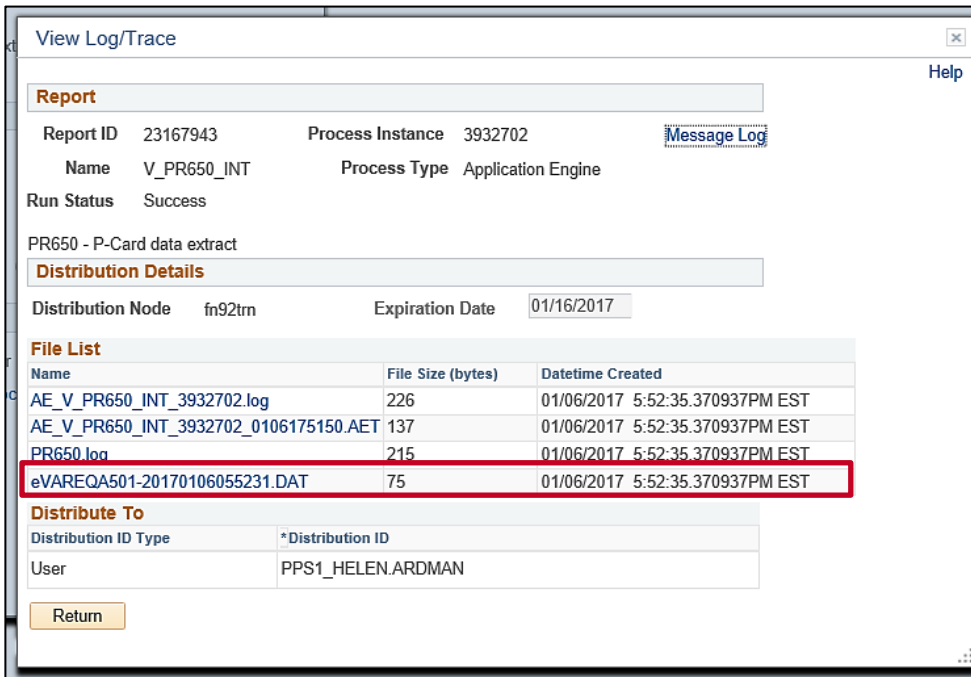
Run Anytime After 01/06/2017 5:45:54PM EST Message Log View Locks

Began Process At 01/06/2017 5:51:51PM EST Batch Timings

Ended Process At 01/06/2017 5:52:35PM EST **View Log/Trace**

OK Cancel

11. Click the **View Log/Trace** link.



View Log/Trace

Report

Report ID 23167943 Process Instance 3932702 [Message Log](#)

Name V_PR650_INT Process Type Application Engine

Run Status Success

PR650 - P-Card data extract

Distribution Details

Distribution Node fn92trn Expiration Date 01/16/2017

File List

Name	File Size (bytes)	Datetime Created
AE_V_PR650_INT_3932702.log	226	01/06/2017 5:52:35.370937PM EST
AE_V_PR650_INT_3932702_0106175150.AET	137	01/06/2017 5:52:35.370937PM EST
PR650.log	215	01/06/2017 5:52:35.370937PM EST
eVAREQA501-20170106055231.DAT	75	01/06/2017 5:52:35.370937PM EST

Distribute To

Distribution ID Type *Distribution ID

User PPS1_HELEN.ARDMAN

Return

12. The **.DAT** file is complete and available to view. The file is sent to eVA via an automated process.